



ASNUNTUCK COMMUNITY COLLEGE

170 Elm Street Enfield, CT 06082

860.253.3180

Fax 860.253.3069

Office of Human Resources

POSITION: Student Support Services Coordinator
Educational Assistant (EA) Position
17 Hours Per Week

**ANTICIPATED
STARTING DATE:** November 2014

**MINIMUM
QUALIFICATIONS:** Bachelor's Degree and four (4) years of experience in any combination of Social Work, Management, Administrative Services or Public Administration. Experience providing case management to recipients of public assistance. Candidates must have excellent interpersonal, organizational and communication skills. Familiarity with adult learning, computer literacy skills; an understanding of the mission of the community college; a demonstrated ability to respond to and work with a culturally and ethnically diverse populations.

Applicants who do not meet the minimum requirements are encouraged to apply, stating in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references. Exceptions may be made for compelling reasons.

RESPONSIBILITIES: The Student Support Services Coordinator, under the direction of the Dean of Workforce Development and Continuing Education, will be responsible for all facets of Asnuntuck Community College's Supplemental Nutrition Assistance Program Employment and Training scholarship program including:

- Program recruitment
- Organize and run SNAP orientations for prospective candidates
- Oversee adherence to eligibility requirements and skill assessment testing
- Generate monthly and quarterly reports as mandated by SNAP E&T Program contract
- Assist in registering students for classes
- Coordinate SNAP student book procurement with bookstore
- Counsel students on prospective careers
- Monitor students' progress through program, providing support and counsel as needed
- Assist students with job search
- Track and report post-program job placement
- Other duties as assigned

The Student Support Services Coordinator will also meet with business leaders, personnel directors, agency heads and other community partners to develop employment and training opportunities for SNAP clients and act as a liaison with the local business community to maximize access to workforce resources on behalf of SNAP E&T Program participants.

MINIMUM SALARY: \$27.50 per hour

TO APPLY: Submit letter of interest, resume, Board Application (found at www.asnuntuck.edu – Employment tab) and the names of three references to:

Asnuntuck Community College
Human Resources – **JOB CODE: SNAP**
170 Elm Street, Enfield, CT 06082
Email: AS-HumanResources@asnuntuck.edu
Fax: (860) 253-3069

**APPLICATION
DEADLINE:** **Application materials must be received on or before October 31, 2014**

**ASNUNTUCK COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER, M/F.
PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.**

Asnuntuck Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the additional basis of veteran status or criminal record. The following persons have been designated to handle inquiries regarding the non-discrimination policies: Cheryl Cyr, Title IX Coordinator, ccyr@asnuntuck.edu (860) 253-3045 and Maki McHenry, Section 504/ADA Coordinator, mmchenry@asnuntuck.edu (860) 253-3021, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082